**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: Monthly Meeting

Date: 10/24/2024

Time: 9:00 am

Location: IYP-East

Date of Next Meeting: 11/21/2024

Attendance: Karen, Cherelle, Melanie, Joy, Angela, Ch’lanta, Nichelle, Dayshana, Sabriena, Errol, Gary, Lytinia, LaToya

Absent: Katrina, Krystal, Monica, Gabbie, Izel, Heather,

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:* **Cost Saving Ideas**

 *Discussion:* Staff please take care the things that we have, such as refrigerators, dryer, etc. Cindy suggested that we consider finding a local handyman that we can contract with. Which should be most cost efficient. Try to fix things ourselves before we call out to an electrician and/ or a technician.

 *Outcome, Actions, Timeframe:* **Ongoing**

B. Marketing and Business Development

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:* **Potential for a Hiring Freeze**

 *Discussion:* Reminder: There is a potential for a hiring freeze. Cindy reported that she will be looking at the cost of training and will also review staffing schedules to determine the approval for possibly new hires. Cindy, COO acknowledge that IYP-East has almost zero (0) overtime. Cindy informed the other shelters that they can use Monica, if needed to help with scheduling.

 *Outcome, Actions, Timeframe:* **Ongoing**

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

# II. Health and Safety:

A. External Inspections

*1. Sub-topic****:***

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

B. Self-Inspections (Reports, analysis, and recommendations)

*1. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

C. Incident Reports (Reports, analysis of trends, recommendations)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

A. File Audits and Case Record Review (reports and recommendations)

*1. Sub-topic:* **Peer Review**

 *Discussion:* Please send the July, August and September Peer Review Reports to Liz, as soon as possible, if you have not already done so.

 *Outcome, Actions, Timeframe:* **Ongoing**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

C. Accreditation and Regulatory Requirements

*1. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:*

E. Participant Complaint and Grievance (specific and quarterly review of trends)

*1. Sub-topic:*

 *Discussion:*No discussion

*Outcome, Actions, Timeframe:*

F. Planning Documents (reports, status of goals and objectives, reformulation)

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:*

 *Discussion:* No discussion

B. Employee Concerns or Complaints

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:* No discussion

 *Outcome, Actions, Timeframe:* **Ongoing**

B. Counseling and Programming Issues

*1.* *Sub-topic:* **CDS Performance**

 *Discussion:* Cindy, COO reported that the number of intakes in September was horrible. Cindy stated that if we are refusing or denying potential intakes than it needs to go up the chain of command. Cindy stated that we should no longer deny kids with arson and / or killing animals in their history. The shelters are allowed to accept sibling groups. Are shelter average is 82.4 %, we are currently at 79.4%, which Cindy reported as totally unacceptable. We have a total of 44 licensed beds. Cindy reported that we need 22 to 24 beds filled, every day. Cindy suggested that shelters to outreach, using whoever is available. Cindy announced that Melanie & Monica made flyers for outreach that can be used across shelters. Cindy recommended that shelters plan a Holiday schedule and reach out to the schools, pediatric offices, laundry mats, housing authority, etc. Phil Kabler, CEO is looking for grans for the Enhancement Program through the Children’s Trust Fund of Alachua County. Cindy desires that we implement Spring Break and Holiday Enrichment Programs within our shelters.

 *Outcome, Actions, Timeframe:* **Ongoing**

**VII. Other Business:**

**A. IYP-East Staff Meeting:**

1*.* *Sub-topic:* **Safe Place Informational Session**

 *Discussion:* Melanie Soldevilla, Safe Place Specialist will share Safe Place information to the staff members.

 *Outcome, Actions, Timeframe:* **Ongoing**

*2.* Sub-topic: **Policy Review**

 *Discussion:*Residential Supervisor reviewed Policy P-1121 Supervision and Staffing Ratio/Scheduling, with the focus on rescheduling due to unforeseen circumstances and the structure of determining supervision of daily operation. The Staff was provided a copy the Policy, the FL Network information on Advanced Notice of Absence (when possible), leave Requests and Accommodations, and a copy of the work schedule, which indicates “No leave approved without you finding coverage.”

3. *Sub-topic:* **New Hires & Vacancy Announcement**

 *Discussion:*We are in the process of hiring a PRN YCW position (who is expected to be available to fill open shifts, especially during the weekends, fill vacancies, and can also work third person shifts, 6/9 pm when we have 7 participants) Interviews have already been completed for this position and we are waiting confirmation from Cindy and HR.

*Outcome, Actions, Timeframe:* **Ongoing**

*4.**Sub-topic:* **Financial Donation**

 *Discussion:*As reported by Sabriena Williams, Regional Director- A few weeks ago, a gentleman walked onto the IYP-East Shelter stating that he would like to make a donation to the program because to the program because he has seen and heard all the great things that CDS does for youth and families on the community. He stated that he has seen where other programs are allotted funding in the community and wanted to make sure that CDS doesn’t not get overlooked**.** He stated he has affiliation with Presbyterian Churches of Saint Augustine and Jacksonville, Florida and was going to solicit funding for the youth to have for programming and other tasks. Well, I am proud to report that a check in the amount of $1,086.02 was mailed out to CDS. Congratulations to Angela Williams, Melanie, Monica, and Lytinia who go out into the community and share the wonderful things that are happening at IYP-East. I am sure Angela and the Team Work makes the DREAM WORK

*Outcome, Actions, Timeframe:* **Ongoing**

*5. Sub-topic*: **Regional Director’s Report**

 *Discussion:* a. Mandatory Staff meeting, b. Cleanliness of the shelter c. Shift Coverage d. Field Trip form e. Logbook / Point books

 *Outcome, Actions, Timeframe:* **Ongoing**

1. *Sub-topic:* **RN’s Report**

*Discussion:* Mrs. Heather, RN reported that there have been some missed controlled medication counts. She desires that staff be reminded that these counts are to be done on EVERY shift. Also, all other medication counts should be done at minimum on dates/shifts indicated on the back of the MARS.

1. *Sub-topic*: **Senior Youth Care Worker Report**

*Discussion:* No discussion

*Outcome, Actions, Timeframe:*

1. *Sub-topic*: **House Manager Report**

*Discussion:* House Manager Ch’lanta has already deep clean the entire kitchen for the month of October, Ch’lanta, wants the staff to keep up with the cleaning of the kitchen.

*Outcome, Actions, Timeframe:* **Ongoing**

1. *Sub-topic:* **Mock Audit**

 *Discussion:* On Wednesday, 10/30th at 9:00am, Alex Culbreth, Quality Assurance Director, Is scheduled to conduct a 2nd Mock Audit at IYP-East. Please continue to properly document in the participant’s files and logbook. As we all know, team work is the dream work!

 *Outcome, Actions, Timeframe:* **Ongoing**

1. *Sub-topic:* **Upcoming Shelter Events**

 *Discussion:* Reminder: For Halloween / Fall Celebration we are having a door decoration contest. Our Halloween/ fall theme this year is: 101 Dalmatians. If you have not already done so, please get your creative skills brewing and participate in decorating our shelter doors, Cindy, COO and Phil, CEO will be judging our doors on October 31st. Also in October: On the 28th –please wear red for red ribbon week, and the 31st -101 Dalmatians attire/ costumes.

 *Outcome, Actions, Timeframe:* **Ongoing**

1. *. Sub-topic:* **Thank you**

 *Discussion:* You make a difference. Thank you for your hard work and dedication. We are lucky to have you on our team. T-E-A-M TOGETGER –EVERYONE –ACHIEVE- MORE

 *Outcome, Actions, Timeframe:* **Ongoing**

1. . *Sub-topic:* **Shine Reports**

 *Discussion:* Employees were acknowledge by Residential Supervisor on the “You Shine” reports.

 *Outcome, Actions, Timeframe:* **Ongoing**

1. *Sub-topic***: Employee of the month**

 *Discussion:* Congratulations to YCW Joy Ellis for being voted for Employee of the month in September. Staff members will vote for employee of the month for October.

 *Outcome, Actions, Timeframe:* **Ongoing**

**14.** *Sub-topic:* **Tour**

 *Discussion:* We had visit from Judge Gennusa on 10/22/2024. She was able to tour the shelter. She viewed photo albums and she also stated she will donate to our achievement store and clothes closet for our Participants. She meet with one say shift staff and asked questions about the shelter. She stated she was very impressed on how our program is ran.

 *Outcome, Actions, Timeframe:* **Ongoing**

Respectfully submitted by: Karen Bethel Date: 10/24/2024

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| Approved: |  |  |
| Angela D. Williams, Residential Supervisor  |  | 10/24/2024 |

 Name Date